

# OAK RIDGE R2A2 MAPPING

Division: Human Resources Division, AD-44

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Organization: Contractor Human Resources Group, AD-441

Date: August 28, 2002

<b><i>Roles &amp; Responsibilities</i></b> (per ORO Manual 110)	<b><i>Accountabilities</i></b> (Internal and External)	<b><i>Authorities Delegated</i></b>	
		<i>Type</i>	<i>From</i>
<p>The CHRГ provides advice and assistance to senior management, site office managers, contracting officers, contracting officer representatives, and contractors regarding the entire gamut of Human Resource Management functions in order to help assure the effective and efficient performance of varied (e.g., SC, EM, NNSA) DOE missions by contractors. The following are major areas of support:</p> <ul style="list-style-type: none"> <li>• serve as SME advisers on Source Evaluation Boards;</li> <li>• negotiate advance understandings of allowable HR costs (~70 percent of cost-type contracts);</li> <li>• provide contract administration for advance understandings, to include making recommendations on actions requiring CO approval (e.g., key personnel salaries, voluntary RIF programs), and reviewing contractor change proposals which result in increased HR cost (e.g. pension, retiree medical, benefit plans, cash compensation plans);</li> <li>• administer the Oak Ridge Labor Standards Committee (ORR, PAD, PORTS, TJNAF), make Davis Bacon Act or Service Contract Act coverage determinations, and obtain appropriate wage determinations for inclusion in contracts;</li> <li>• conduct performance assessments to support award/incentive fee processes, to facilitate continuous improvement, and to assist in extend/compete deliberations;</li> <li>• provide assistance in the oversight of contractor EEO and diversity activities, and in receiving EEO pre-award clearances from the DOL;</li> </ul>	<p>ORO Manager (and direct reports in chain-of-command) HRD Director PCD Director HCA and CO's Site Office Manager's and COR's HQ's Offices (WT-1, ME-63) Department of Labor Congress</p> <p>Accountabilities assured by: Individual Performance Appraisal Periodic Balanced Scorecard audit by HQ/ME-63 Periodic self-assessment via customer survey</p>	<p><u>Directives</u></p> <p>ORO Manual 110, Chapter 7 (Organization &amp; Structure) DOE O 350.1 (Contractor HR Management Programs) ORO O 350, Chapter III (Federal Labor Standards) DOE 350.2 (Use of Contractor Employees for Services to DOE in the D.C. Area) DOE O 224.1 (Contractor Performance-Based Business Management Process) ORO O 220, Chapter V (Appraisal of DOE Contractor Performance) ORO O 440, Chapter V (Employee Concerns Management System) DOE P 450.4 (Safety Management Systems Policy)</p> <p><u>Procurement Regulations</u></p> <p>DEAR 915, FAR 15 (Contracting by Negotiation) DEAR 922, FAR 22 (Application of Labor Laws to Government Acquisitions) DEAR 931, FAR 31 (Contract Cost Principles and Procedures) DEAR 970 (DOE M&amp;O Contracts)</p> <p>Miscellaneous Acquisition Letters &amp; Memos from HQ</p>	<p>HQ</p> <p>Field Manager</p> <p>Service agreement between ORO and YSO/NNSA</p>

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<b><i>Roles &amp; Responsibilities</i></b> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• facilitate the resolution of employee HR related concerns received directly, or via the Diversity Programs and Employee Concerns Manager, site offices, headquarters, or congressional inquiries;</li> <li>• serve as a resource for internal and external customers regarding the implementation of various federal employment guidelines, laws, and labor standards;</li> <li>• facilitate implementation of cooperative labor-management relations programs for production, maintenance, construction, and security workforces in order to avoid adverse impact on mission accomplishment, and help assure contractor proposed cost parameters for labor negotiations are reasonable;</li> <li>• assure effective contractor work force planning and restructuring, help facilitate smooth work force transitions, and develop and maintain an Oak Ridge Reservation Work Force Restructuring Plan with appropriate stakeholder involvement;</li> <li>• collect, analyze, and maintain employment data, to include input to the DOE-wide Work Force Information System;</li> <li>• coordinate M&amp;O contractor assignments to the Washington, D.C., area;</li> <li>• maintain a wide variety of positive relations with external organizations such as contractors, labor unions, other federal agencies, state and local agencies, Tennessee Center for Labor-Management Relations, and community stakeholders with an interest in contractor HR issues.</li> <li>• Perform assigned roles &amp; responsibilities in a safe manner</li> </ul> <p>Note: This activity involves direct support of Departmental Missions.</p> <p>What Does this organization do for the department? Is it in <b>direct or indirect</b> support of Departmental missions?</p>

<b><i>Accountabilities</i></b> (Internal and External)
<p>To whom is this organization accountable to? How is accountability assured? External Review</p>

<b><i>Authorities Delegated</i></b>	
<i>Type</i>	<i>From</i>
<p>What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal?</p> <p><b><u>TYPES of DELEGATIONS:</u></b> Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities</p>	